



Attachment 14: RFP Checklist

Superior Court of California, County of Alameda

Rene C. Davidson Courthouse

Procurement Unit

1225 Fallon Street, Room 210, Oakland, CA 94612

Required Documents

- | | |
|--|------------------------------|
| <input type="checkbox"/> Acceptance of the Terms and Conditions | Attachment 3, external file |
| <input type="checkbox"/> General Certification Form | Attachment 4, external file |
| <input type="checkbox"/> Darfur Contracting Act Certification | Attachment 5, external file |
| <input type="checkbox"/> Payee Data Record | Attachment 6, external file |
| <input type="checkbox"/> Unruh Civil Rights Act (for solicitations of \$100,000 or more) | Attachment 7, external file |
| <input type="checkbox"/> Bidder Declaration, DVBE Incentive (if applicable) | Attachment 8, external file |
| <input type="checkbox"/> DVBE Declaration (if applicable) | Attachment 9, external file |
| <input type="checkbox"/> Question and Answer Form (submit questions) | Attachment 10, external file |
| <input type="checkbox"/> On-Site Evaluation Cost Worksheet | Attachment 11, external file |
| <input type="checkbox"/> Contact Sheet | Attachment 12, external file |
| <input type="checkbox"/> Reference Check Form | Attachment 13, external file |

Required Documents-Technical Proposal and Cost Proposal

Technical Proposal (RFP Section 7.1 and 7.2)

- Resumes for Key Staff
- Number of Years Providing Similar Service
- Summary of Firm, Services, and Key Staff
- Competency, Qualification Levels, and Professional Certifications for Project Manager and Staff
- Description of Experience and Expertise Serving Public Sector
- Days per Month Available, Including Limited Hours and Holidays
- Method and Tools used to Schedule Evaluations
- Describe Handling Unexpected Cancellations & Fees (if any)
- Describe Challenging Ergonomic Evaluation in Last Two Years
- Example Report of Evaluation Done in Last Two Years
- Reasonable Period to Submit Evaluation Reports
- Statistics & Data That Would Track Service Performance
- Sample Materials of Online and Printed Resources
- Current Business Licenses, Professional Certifications, and Other Credentials
- Proof of Financial Solvency or Stability
- ☐ Required **Attachments: 3,4,5,6,12,13**

Cost Proposal (RFP Section 7.6)

- ☐ **Attachment 11** On-Site Evaluation Cost Worksheet

RFP Submission

The Court will not accept proposals that are hand delivered or delivered by a carrier or mail service provider at this time.

RFP Title: Ergonomic Assessment & Consultation Services
RFP Number: SC 1701.2021.1

Proposals must be emailed to bidquestions@alameda.courts.ca.gov and received no later than the RFP deadline of Wednesday, December 22, 2021 by 3:00 p.m. pacific time.

The proposals must be submitted in two files, the technical proposal and the cost proposal.